



Support Assistant Level 3 Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of supporting pupils in a learning environment
2	Knowledge of national curriculum.
3	Experience of classroom organisation
4	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience

Desirable

5	Experience of advancing progress of pupils of relevant age within a learning environment
6	Experience of or an interest in working with children with SEND
7	Ability to support pupils in a pastoral role.
8	First Aid Training

Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Experience of using ICT to support pupils in the classroom
2	Able to take an active role in co-ordinating reviews of pupil's progress.
3	Able to produce accurate and up to date records and reports.
4	Able to undertake observations and assessments of pupils including those with special educational needs.
5	Able to work using own initiative.
6	Able to work within and apply all relevant school policies and schemes of work
7	Able to deliver interventions on a 1-1 or small group basis.
8	Able to work as part of a team.
9	Committed to achieving further professional development
10	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ motivation to work with children and young people▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ emotional resilience in working with challenging behaviours▪ attitude to use of authority and maintaining discipline.

	<ul style="list-style-type: none"> able to work in partnership with other agencies
11	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

12	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Discussion with pupils	No
Other (specify) Small group task	No		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)